

the systematic increase of its collection to two books per capita.

4. New Titles: A library system should select and add 4,000 to 5,000 new titles annually. Duplicate copies should be added according to the usefulness of the material and the current demand for specific titles by the population demand.
5. Periodicals: Libraries within a system should subscribe cooperatively to a minimum of 300 periodical titles. Periodical literature provides important information not otherwise available. Tables of reference value should be retained as long as useful. Adequate periodical indexes are essential for utilization of the periodical collection.
6. Withdrawals: Systematic removal of materials no longer useful is essential in maintaining the quality of the library's resources.
7. Personnel Policies: The library should have written personnel policies including educational and personal requirements, duties for each position, and conditions of employment.
8. Size of Staff: The ratio of staff to the number of people residing in the area served should be one full-time staff member for every 3,000 people. One-third of the staff should be professional librarians certified by the North Carolina Library Certification Board.
9. Professional Services: Each library system should have the services of certified libraries responsible for each of the following library services:

Administration: Planning, organizing and coordinating work of the various divisions and branches of the library system. Interpreting the library's program and needs to government, trustees and the public.